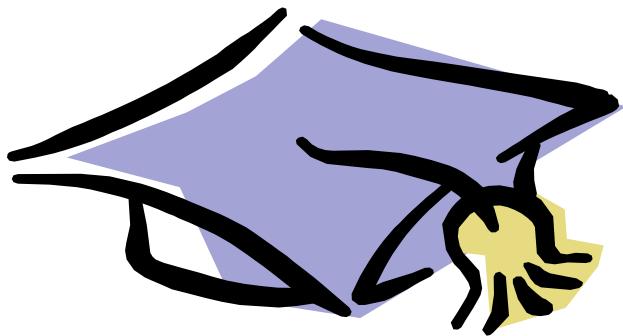


This sample plan is a companion document to the Missouri All-Hazard Planning Guide for Schools and can be used for formatting purposes. Contact your local emergency management director for assistance.



**SCHOOL
EMERGENCY
OPERATIONS
PLAN**

FOR

JUNE 2001

(YOUR SCHOOL NAME)

EMERGENCY OPERATIONS PLAN

Prepared by

**(YOUR SCHOOL BOARD)
(YOUR SCHOOL ADMINISTRATION)
(YOUR SCHOOL STAFF)**

In Conjunction With

**(YOUR CITY OR COUNTY OFFICIALS)
(YOUR EMERGENCY MANAGEMENT AGENCIES)
(YOUR COMMUNITY RESPONSE AGENCIES)**

Date

DATE

**SUGGESTED DISTRIBUTION LIST
SCHOOL (Insert Name)**

<u>SCHOOL DISTRICT AND COMMUNITY AGENCIES</u>	<u># of Copies</u>
List district schools and number of copies	
School Attorney
Emergency Management Director(City/County)
County Sheriff/City Police
Public Works Director (City/County)
Public Information Officer (School/City/County)
County Coroner
City/County Fire Chiefs
School/Public Libraries
City/County Public Health Director
County Division of Family Services
American Red Cross Chapter/Salvation Army/Ministerial Alliance
Hospitals
Missouri State Highway Patrol

ADD APPROPRIATE AGENCIES

**RECORD OF CHANGES
SCHOOL (Insert name) EOP**

FOREWORD

- A. This plan will outline actions to be taken by the Board of Education and school officials in conjunction with local governmental officials and cooperating private or volunteer organizations to: 1) prevent avoidable disasters and reduce the vulnerability of students, faculty and administration to any disasters that may strike; 2) establish capabilities for protecting students, faculty and administration from the effects of disasters; (3) respond effectively to the actual occurrence of disasters; and 4) provide for recovery in the aftermath of any emergency involving extensive damage within the school.
- B. It is not the intent of this plan to attempt to deal with those events that happen on a daily basis, which do not cause widespread problems and are handled routinely by the administration and staff. It will, however, attempt to deal with those occurrences such as tornadoes, earthquakes, hazardous materials incidents, etc., which create needs and cause suffering that the victims cannot alleviate without assistance, and that requires an extraordinary commitment of school and governmental resources.
- C. The School (insert name) EOP was developed through the efforts of the School (insert name). During the development, various agencies, organizations, and county and city governments were interviewed to discuss their roles, responsibilities, and capabilities in an emergency. This plan is a result of their input.
- D. The School (insert name) EOP is a multi-hazard, functional plan, broken into three components: (1) a basic plan that serves as an overview of the school's approach to emergency management, (2) annexes that address specific activities critical to emergency response and recovery, and (3) appendices which support each annex and contain technical information, details, and methods for use in emergency operations.
- E. The Basic Plan is to be used primarily by the Board of Education and school administration but all staff involved in the EOP should be familiar with it. The annexes and the appendices are for staff.
- F. The contents of this plan must be understood by those who will implement it or it will not be effective. Thus, the school administration or designee will brief staff on their roles in emergency management. Newly employed administration and staff will be briefed as they assume their duties.
- G. Staff with assigned task will be responsible for the development and maintenance of their respective segments of the plan (See Part IV of the Basic Plan). They will update their portion of the plan as needed based on experience in emergencies, deficiencies identified through drills and exercises, and changes in school structure and procedures.

PROMULGATION STATEMENT

Officials of School (insert name), in conjunction with local governmental officials and cooperating private or volunteer organizations have developed an emergency operations plans that will enhance their emergency response capability. This document is the result of that effort.

This plan, when used properly and updated annually, can assist school administration in accomplishing one of their primary responsibilities -- protecting the lives and property of their students, administration and staff. This plan and its provisions will become official when it has been signed and dated below by the concurring school officials.

School Board President
School (insert name)

Date

School Board Member

Date

School Board Member

Date

Add other signature lines as appropriate

GLOSSARY OF TERMS AND ACRONYMS

INSERT APPROPRIATE SCHOOL TERMS AND ACRONYMS

Disaster - For the purpose of the plan, a disaster can be described as any type situation that endangers life and property to a degree that a concentrated effort of emergency services be coordinated on a large scale to contain the situation. Examples would be tornados, floods, explosions, earthquakes, school violence incidents or large scale civil disobedience.

EAS - Emergency Alert System - A communication and warning system set by the federal government in order for emergency messages to be broadcast via radio and TV stations.

EOC - Emergency Operations Center - A centralized location where direction and control, information collection is evaluated and displayed, where coordination among school administration and response agencies takes place, and resources managed.

EOP - Emergency Operations Plan

EPI - Emergency Public Information

Exercise - An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: Drills, Tabletops, Functionals, and Full Scales.

FEMA (Federal Emergency Management Agency) - An agency established in 1979 which consolidated emergency agencies and functions into one organization.

Hazard Analysis -The process of identifying the potential hazards that could affect the school and determine the probable impact each of these hazards could have on people and property.

HAZMAT - Hazardous Material

MFDA - Missouri Funeral Directors Association

NAWAS - National Warning System

PIO - Public Information Officer

SEMA - State Emergency Management Agency - Prepares and maintains state emergency operations plan, the state EOC and assists local government in developing and maintenance of their operations plans and centers. It is also responsible for radiological support, damage assessment and emergency public information.

SOG - Standard Operating Guidelines - A ready and continuous reference to those procedures which are unique to a situation and which are used for accomplishing specialized functions.

TABLE OF CONTENTS

SCHOOL (Insert name) EMERGENCY OPERATIONS PLAN

	<u>Page</u>
SUGGESTED DISTRIBUTION LIST	i
RECORD OF CHANGES	ii
FOREWORD	iii
PROMULGATION STATEMENT	iv
GLOSSARY OF TERMS AND ACRONYMS	v
TABLE OF CONTENTS	vi
BASIC PLAN	1
I. Purpose	1
II. Situation and Assumptions	1
III. Concept of Operations	2
IV. Continuity of School Administration	3
V. Plan Maintenance	4
VI. Authorities and References	4
APPENDICES	4
APPENDIX 1 - Primary and Support Responsibilities Chart	5
APPENDIX 2 - School Hazards Analysis	6
APPENDIX 3 - Quick-Reference Emergency Checklist	7
APPENDIX 4 - Map of School Campus	8
ANNEX A - CHAIN OF COMMAND	A-1
APPENDIX 1 - School Organization Chart	A-2
APPENDIX 2 - School Personnel and Contact Numbers	A-3
APPENDIX 3 - Trained School Personnel (Emergency-related)	A-4
ANNEX B - COMMUNICATIONS AND WARNING	B-1
APPENDIX 1 - Emergency Services Contact Numbers	B-2
ANNEX C - EMERGENCY PUBLIC INFORMATION	C-1
APPENDIX 1 - Media Contact Numbers	C-2
APPENDIX 2 - Student Handbook	C-3
ANNEX D - SECURITY	D-1
ANNEX E FIRE AND RESCUE	E-1
APPENDIX 1 - Fire Extinguisher Locations	E-2
ANNEX F - FACILITIES MANAGEMENT	F-1
APPENDIX 1 - Utility Services' Contact Numbers	F-2
APPENDIX 2 - Alternative Utility Sources	F-3

ANNEX G - EVACUATION	G-1
ANNEX H - SHELTER	H-1
ANNEX I - HEALTH AND MEDICAL	I-1
ANNEX J - RECOVERY	J-1

BASIC PLAN

I. PURPOSE

This emergency response plan has been developed to assist the _____(school name)_____ in protecting the lives of its students and staff should a disaster or emergency situation affect the school.

II. SITUATION

A. The enrollment and employment figures by building for the 2000-2001 school year is as follows:

1. Students

2. Teachers/Aides

3. Other staff -- cooks, maintenance, bus drivers, etc.

4. Volunteers

B. *Identify any students/staff who have sight, hearing, mobility, and other impairments. Also, list those students who speak English poorly or not at all. Assign a "buddy" to each, with an alternate.*

C. *Provide a description of the campus layout and include a map of the campus as an appendix to this Basic Plan.*

D. Current floor maps (*which show utility shut-offs, ventilation systems, hazardous materials storage areas*) for (list the buildings) are maintained at _____.
_____. (*List who has access to these maps.*)

E. (School name) could be affected by the following hazards:

(Include a hazard analysis as an appendix to this Basic Plan, which details the history of each of these hazards, as well as their likelihood of occurrence.)

F. Regularly scheduled major events at the school include:

G. The (county or city emergency operations plan), dated _____, supports this plan and describes the overall emergency response procedures for our community.

H. The master daily attendance roster is maintained by the (position title), and is stored at _____, with a duplicate copy kept at _____.

I. A quick-reference emergency checklist has been developed and copies are maintained in *each classroom, cafeteria, gymnasium, etc.* (*Include this checklist as an appendix to this Basic Plan.*)

J. *Reference any mutual aid agreements the school has made. For instance, if the school has signed an agreement with a surrounding school to use/loan their school counselors.*

III. CONCEPT OF OPERATIONS

A. The (school name) will coordinate with responding agencies as much as possible. Also, the school will provide them with current maps and keys to the buildings, utility shut-off locations, personnel and student rosters and key contact numbers for the school and its staff.

- B. *Describe the school's policy for how long they will hold students and who the students will be released to. Also, explain where these student release cards are maintained.*
- C. Bomb threat procedure cards will be placed by every in-coming telephone line and staff will be trained on how to use these cards.
- D. *Describe procedures to be used if a disaster/emergency occurs while students are being transported.*
- E. All staff, including substitutes, bus drivers, cooks, and maintenance workers will be briefed on this plan and its procedures. Staff will also receive the necessary training to assist them in their emergency responsibilities.
- F. *If the "buddy teacher" system is used, state this and attach the teacher assignments to this Basic Plan, if necessary.*
- G. This plan will be exercised (when-annually, every semester, etc.) to test specific procedures and to ensure students and staff are aware of these procedures.

IV. CONTINUITY OF SCHOOL ADMINISTRATION

- A. *Describe essential records, where they are maintained, and where duplicates of these records are stored. (Recommend storing a duplicate copy off-site. For instance having a staff person taking the duplicate copy home with them.)*
- B. The school's insurance policy is with (company and agent's names), and a copy of this policy is kept _____.
- C. New staff will be briefed on this plan and their responsibilities promptly.

V. PLAN MAINTENANCE

- A. This plan will be updated annually by (committee), or after any event which causes this plan to be implemented.
- B. Plan updates will be distributed to all staff who have an emergency responsibility. (*For security purposes, an inventory control number on each copy is recommended.*)

VI. AUTHORITIES & REFERENCES

- A. Revised Statutes of Missouri, Chapter 319
- B. *Local school district policy regarding this plan/emergency procedures*
- C. *Local county and/or city emergency operations plan*

APPENDICES

1. Primary and Support Responsibilities Chart
2. School Hazard Analysis
3. Quick-reference Emergency Checklist
4. Map of School Campus

Appendix 1
to the Basic Plan

PRIMARY AND SUPPORT RESPONSIBILITIES CHART

FUNCTIONAL ANNEX	A	B	C	D	E	F	G	H	I	J	
F U N C T I O N	C H A M I O F C O M M A N D	C O M M U I C A T I O B L & C P U S I C W A R N I N G	E M E R G I N C Y P U B L I C I N F O	S E C U R I T & R E S C U E S C U E M E N T	F I R E I L I T I E S C U E S C U E M E N T	F A C I L I T I E S C U E S C U E M E N T	E V A C U A T I O N M A N A G E M E N T	S H E L T E R &	H E A L T H M E D I C A L	H E A L T H &	R E C O V E R Y
STAFF POSITION											
Superintendent											
Assistant Superintendent											
Principal											
Assistant Principal											
Facilities Supervisor											
School Resource Officer											
Counselors											
Food Service Supervisor											
School Nurse											

P = Primary Responsibility S = Support Responsibility * = Joint Responsibility

Appendix 2
to the Basic Plan

SCHOOL HAZARDS ANALYSIS

Appendix 3
to the Basic Plan

QUICK-REFERENCE EMERGENCY CHECKLIST

Appendix 4
to the Basic Plan

MAP OF SCHOOL CAMPUS

Annex A

CHAIN OF COMMAND

- A. The organizational chart detailing the chain of command for the (school name) is included in Appendix 1 to this annex.
- B. *List, by position title, who is in charge of the school in an emergency situation, along with two alternates.*
- C. *Describe when, or if, the school will turn control of the building/scene over to local law enforcement or the fire/rescue services. Also, note that these services will be using the Incident Management System.*
- D. A list of all personnel by building and their contact numbers are included in Appendix 2 to this annex. Copies of this list have also been given to the local law enforcement and fire/rescue services.
- E. A list of personnel who have been received specialized training (i.e., first aid, CPR, haz-mat, CERT) and their certificate expiration dates, if applicable, is included in Appendix 3 to this annex.
- F. *Identify a command post, and two alternate sites, that could be used by the school to coordinate the disaster response.*

Appendices

- 1. School Organizational Chart
- 2. School Personnel and Contact Numbers (by building)
- 3. Trained School Personnel (emergency-related)

Appendix 1
to Annex A

SCHOOL ORGANIZATIONAL CHART

Appendix 2
to Annex A

SCHOOL PERSONNEL & CONTACT NUMBERS

Appendix 3
to Annex A

TRAINED SCHOOL PERSONNEL
(Emergency related)

Annex B

COMMUNICATIONS & WARNING

- A. *Identify by position, the individual(s) responsible for coordinating Communications and Warning operations, as well as two alternates.*

- B. *Describe the warning systems used (i.e., bell, siren, lights, voice) and the meanings of the various warning signals used in the school (i.e., fire, tornado, intruder). Also, identify any areas of the school not covered by this system.*

- C. *Describe how warning is received (NOAA weather radio, phone call from 911 dispatcher, etc.) and then disseminated throughout the school.*

- D. *Describe the internal communications system(s) used in the school (intercom, telephone, pager, fax, email, cell phone, radio).*

- E. *Maintain a list of telephone, fax, cell phone, and pager numbers, as well as e-mail addresses for the local law enforcement, fire, and ambulance services. Include as an appendix to this annex.*

- F. *Designate an unlisted telephone number within the school and share this number with local law enforcement and fire services.*

Appendices

- 1. Emergency Services Contact Numbers

Appendix 1
to Annex B

EMERGENCY SERVICES CONTACT NUMBERS

Annex C

EMERGENCY PUBLIC INFORMATION

- A. *Designate by position the individual who will be the Public Information Officer/Spokesperson for the school, with two alternates.*
- B. The following radio and television stations, with their contact numbers (phone, fax, email), will be utilized by the school for disseminating pertinent school information:
- C. The following school telephone numbers will be designated for use by parents/guardians during an emergency/disaster:
- D. *Identify any staff who speak foreign languages for answering the above designated phone(s) should there be any parents/guardians who speak English poorly or not at all.*
- E. The student handbook briefly explains the procedures to be followed by the school in the event of a disaster. Included in this handbook are the local radio and television stations that will disseminate school information, as well as the designated school telephone number(s) that parents can call during an emergency/disaster. These procedures may be updated periodically, with parent newsletters or mailings being utilized to get any necessary updated information to parents. A copy of this handbook is included as an appendix to this annex.
- F. Media briefings will be conducted as necessary at (location), with alternate locations at _____ or _____.

Appendices

1. Media Contact Numbers
2. Student Handbook (current year)

Appendix 1
to Annex C

MEDIA CONTACT NUMBERS

Telephone # *Fax #* *E-Mail Address*

Radio Stations

Television Stations

Newspapers

Appendix 2
to Annex C

STUDENT HANDBOOK

Annex D

SECURITY

- A. *Identify by position, the individual(s) responsible for coordinating security operations for the school, with two alternates.*
- B. *Describe who will provide traffic control during emergencies. Include a brief description of possible traffic situations which may require additional planning in coordination with the jurisdiction such as a bridge or road prone to flooding.*
- C. *Describe how security will be provided for critical resources and to protect facility property.*
- D. *Describe crowd control and other security measures planned for civil disturbances and other large gatherings.*
- E. *Describe how emergency service personnel will be alerted to the dangers associated with technological hazards and fire during emergency operations at the school.*
- F. *Identify staff who have any previous law enforcement training.*
- G. *Identify staff who have received Search and Rescue training, as well as bomb search procedures.*

Annex E

FIRE & RESCUE

- A. *Identify by position, the individual(s) responsible for coordinating Fire and Rescue operations for the school, with two alternates.*

- B. *Describe any sprinkler system used in the building and identify any areas of the school not covered by this system.*

- C. *Identify the locations of fire extinguishers throughout the school (include this as an appendix to this annex), who is responsible for their maintenance, and the maintenance schedule.*

- D. *Identify staff who have received any Search & Rescue training, as well as bomb search procedures.*

Appendices

- 1. Fire Extinguisher Locations

Appendix 1
to Annex E

FIRE EXTINGUISHER LOCATIONS

Annex F

FACILITIES MANAGEMENT

- A. *Identify by position, the individual responsible for coordinating the Facilities Management function for the school, and two alternates.*
- B. A list of those departments/businesses which provide public works (electricity, natural gas, water, sewer, sanitation, and telephone services) and their contact numbers is included in Appendix 1 to this annex.
- C. *Identify the locations of the shut-off valves for electricity, natural gas, water, etc. and include any specific procedures for turning them on/off. Also, identify where access keys are kept to these areas. (KEEP THIS INFORMATION SECURE)*
- D. *Identify alternative sources which can provide utility services (i.e., generators and fuel supply, porta potties, bottled water) and include as Appendix 2 to this annex.*

Appendices

- 1. Utility Services' Contact Numbers
- 2. Alternative Utility Sources

Appendix 1
to Annex F

UTILITY SERVICES' CONTACT NUMBERS

Appendix 2
to Annex F

ALTERNATIVE UTILITY SOURCES

Annex G

EVACUATION

- A. *Identify by position, the individual responsible for coordinating Evacuation operations for the school, and two alternates.*
- B. *List those hazards which would/may require an evacuation.*
- C. *Identify the areas where each building would go in an evacuation, as well as alternate areas, and post these areas throughout the school.*
- D. All teaching staff will bring their class roster, quick-reference emergency procedures (flip-style booklet), and *classroom bucket* when evacuating the building.
- E. *Identify any students/staff who may need assistance evacuating the building, and assign a buddy (with alternate) to them.*
- F. *Identify by position who will be responsible for ensuring the entire building has been evacuated.*
- G. The Evacuation Coordinator will coordinate with the Shelter Coordinator to ensure that any necessary shelters will be ready for the evacuees.
- H. *Identify when students/staff may return to the school.*

Annex H

SHELTER

- A. *Identify by position, the individual responsible for coordinating Shelter operations for the school, with two alternates.*

- B. *List the hazards which may require in-place sheltering or lockdown.*

- C. *Describe lockdown (violence) and in-place sheltering (haz-mat, tornado) procedures.*

- D. *Identify where food, cots, bedding, toiletries, and essential medicines are located in the school.*

- E. *List any shelter agreements the school has entered into with the American Red Cross, local ministerial alliance, local emergency management agency).*

- F. The Shelter Coordinator will coordinate the opening of shelters with the Evacuation Coordinator.

Annex I

HEALTH AND MEDICAL

1. *Identify by position, who is responsible for coordinating Health and Medical operations for the school, as well as two alternates.*
2. *List staff trained in first aid, CPR, etc. (or reference this list if it is included in Annex A, Direction and Control).*
3. *List mutual aid agreements (verbal or written) concerning crisis counseling (or reference if this information is included in the Basic Plan).*
4. *Identify locations of first aid kits and who is responsible for maintenance.*
5. *Identify what medicines are regularly stored at the nurse's office.*
6. *Include reporting procedures for outbreaks/epidemics to the local health department.*
7. *Identify the absentee level that will trigger the closing of school.*

Annex J

RECOVERY

- A. *After surveying for damages, make repairs, if possible.*
- B. *Accurate records of all expenses used immediately before, during, and after the disaster will be kept.*
- C. *Debriefings for school personnel will be conducted as soon as possible following the incident.*
- D. *Classes will be reestablished as soon as possible after the disaster. This return to normalcy will help the students/staff with their own personal recovery.*
- E. *Counselors will be provided as necessary, including once school resumes.*
- F. *This emergency operations plan will be reviewed and revised as necessary, based on changes found during the emergency/disaster.*